

E-mail Template: Notification for Participants to Register with a Deep Link – Water Safety Instructor Blended Learning

Option 1: For Instructors to Send to Course Participants - Payment by Purchase Order

Dear **Participant**

We are excited to offer you American Red Cross Water Safety Instructor Blended Learning. Blended learning combines online learning with on-site skills sessions where you will practice skills and demonstrate competency. Please plan to complete the initial online lessons of your training prior to your first on-site skills session which is scheduled for **October 3 at 12pm to 5pm at LHS pool**. Please follow the registration process outlined below to gain access to the online portion:

Click here <https://classes.redcross.org/R/class000000005385086/21125345> (if it does not open, copy and paste the URL into your browser).

- If you do not already have an account, you will need to create one – click the “New User” link and complete the information for the account – *please make note of your username and password for future access to the online content*.
- The next step will be to click “Confirm.”
- If you have been provided with a coupon code, enter it in the field title “Coupon Code”. Valid coupon codes will automatically adjust the final registration fee.
- You will be asked to select a Payment. From the drop-down menu, select Purchase Order. A new window will appear. When asked for the P.O. ID use **LowellParksRec0513** and select “Save”. Close this window and then select “Place Order”.
- You are now enrolled. You may launch the content immediately by clicking the “Go To My Enrollments” button, then click the “Launch” link next to the appropriate course. Or, you may log in at a later time.
- To log in at a later time:
 1. Click <http://classes.redcross.org>
 2. Enter your username and password.
 3. Go to the “My Learning” tab and the “My Enrollments” page will be displayed.
 4. Select the “Launch” link for the appropriate course to view and take the content.

If you need assistance accessing the online session, please contact the American Red Cross Training Support Center at 1-800-RED CROSS (1-800-733-2767).

Prior to **October 3** the first on-site skill session, be sure to complete the Orientation to the Swimming and Water Safety Program. To access this orientation:

- Go to <http://www.instructorscorner.org/wsicandidates>
- Click on Instructor Candidates.
- Click on Orientation to the Swimming and Water Safety Program.
- Complete the Orientation to the Swimming and Water Safety Program. Upon completion, be sure to print signature page and bring it as evidence of completion.

Please also complete the following:

- Complete Round 1 of the online simulation.
- Read Chapters 1, 4 and 10, Water Safety Instructor’s Manual
- Read Chapters 1,2 and 3, Swimming and Water Safety
- Review Longfellow’s WHALE Tales K-6 Educational Packet

As you complete the online lessons, please print a Round of Completion Sheet at the end of each lesson. Bring the Round Completion Sheet to each on-site skills session to verify completion of the online lessons.

Please let me know if you have questions or concerns.

Thank you,

Peter Faticanti
Program Director